

UP

①

T OPEN OFFICE PLAN

GOOD MORNING MY NAME IS [REDACTED]

AND I am an architect in the DESIGN AND Engineering BRANCH IN HEADQUARTERS DIVISION.

TODAY'S PRESENTATION ON OPEN OFFICE PLANNING IS AN ABBREVIATED VERSION OF A MORE IN DEPTH PRESENTATION TO BE HELD NOV 17 IN ROOM 2C19,

[REDACTED] EVERY ONE IS INVITED TO ATTEND.

THE PRESENTATION TODAY WILL BE IN TWO PARTS.

FIRST I WILL DEFINE OPEN OFFICE PLANNING, DISCUSS FURNITURE SYSTEM TYPES, AND TODAY'S OFFICE CHALLENGES AND WAYS OPEN OFFICE PLANNING CAN MEET THOSE CHALLENGES. I WILL BE FOLLOWED BY

[REDACTED] WHO WILL DISCUSS DESIGN ISSUES

SURROUNDING OPEN OFFICE PLANNING.

T OPEN OFFICE DEFINITION

SO, WHAT IS OPEN OFFICE? AN OPEN OFFICE IS AN OFFICE ENVIRONMENT WHERE FURNITURE SYSTEMS ARE USED TO CREATE WORKSTATIONS AND DIVIDE THE SPACE INSTEAD OF THE TRADITIONAL FLOOR TO CEILING WALLS. THERE ARE BASICALLY THREE TYPES OF FURNITURE SYSTEMS USED IN OPEN OFF. PLAN

T FURNITURE SYSTEMS TYPE - PANEL

FIRST THERE IS THE PANEL BASED SYSTEM. THIS

P Panel Based system Example
IS A FURNITURE SYSTEM DESIGNED AND CENTERED AROUND THE USE OF THE PANELS. WORK SURFACES AND STORAGE UNITS ARE HUNG FROM THE PANELS

(2)

[T] WORK SURFACE Based Type

Secondly there is the work surfaced based.

[P] Work Surface Based Example

This system uses the work surface as the main component of the work station and is normally used without panels. This area is part of the Foreign Broadcast Information Service better known as FBIS, located in Reston. As you can see these work stations are used without panels which creates a very open office:

[T] MODULAR BASED TYPE

THE THIRD TYPE IS MODULAR THIS SYSTEM

[P] Modular Based Example

is comprised of various free standing pieces which are brought together to create the work station. This system is used thruout the NHB and OHB. This is a picture of the then New Building Project Office.

[T] CHALLENGES FOR TODAY'S OFFICE PLANNERS

ARCHITECTS, SPACE PLANNERS AND FACILITY

MANAGERS ARE FACED WITH VARIOUS CHALLENGES IN DESIGNING TODAY'S OFFICE ENVIRONMENT.

[P] REORGANIZATION THE first challenge, reorganization.

Within the life of an office it may reorganize many times. Especially within the Agency. Whether these changes are because of world events or changes

in management and office planning creates a flexible

[P] Automation

The next challenge is automation. As automated equipment like word processors, microcomputers and laser printers become as standard as the typewriter, designers will need to address the integration of this hardware into the office environment. Thru the flexibility and efficient use of space open office planning can address automation.

[P] Increasing Facility Costs

As land and facility costs continue to increase Facility managers must learn how to conserve space while providing adequate space. A well planned open office can help achieve optimum efficiency and comfort, while staying within budget.

[T] Open Office Planning Can Answer These Challenges By Providing Flexibility
Architects, space planners and designers can solutions to these challenges thru flexible and space being used efficiently thru open office planning.

[P] Floor Plan 1 - Open Light Blue, Closed - Dark Blue

Let's examine some examples of how open office answered the challenges. Here is a floor plan of a building. The light blue is the open office and the dark blue is the closed office. This is one of two attempts to show the flexibility of open office planning. Notice the open offices on the exterior and closed offices in the center.

(1)

[P] Floor Plan 2 - Open Light Blue, Closed Dark Blue

Here is the same building foot print with a different floor plan. Notice the closed along the exterior with open on the exterior and more to the interior.

Open office systems gives you the freedom and flexibility to create office workstations which meet your specific needs.

[P] CLUTTERED DESK

THIS is A QUICK comparison of an traditional walled office verses a open office. Here the typical walled office Desk, shelves and two guest chairs.

[P] COMPARISON OF CLOSED OFFICE AND WORK STATION

As one can see the ~~the~~ open office has the same amount of work surface and shelves. It also accomodates the two guest chairs, but in less space.

[P] Lots of Blue partitioned WK STATIONS

With Open office planning ~~the~~ the flexibility to All needs can be met without compromising the needs of an individual at their workstation. Efficiency and organization as well as appearance must be inherent in the design.

(B)

[P] EFFICIENT Use of SPACE - Walls Comparison

Here is a comparison of the thickness of the traditional wall verses the open office partition. In a 250 sq ft. area an open office partition takes up only 110 sq ft. A net savings of 140 sq ft. Which is the equivalent to one maybe two work stations. Using open office partitions and open office planning creates efficiency on a small scale which results in large scale efficiency.

STAT

I WILL BE FOLLOWED BY [REDACTED]
to who will continue on Open Office
Planning.

STAT

I am [redacted] from CENTRAL TRAVEL SERVICES and I am going to talk about

the ~~PROCESSING OF TRAVELER'S~~ *our mission, which is to support*
employee's traveling whether TDY or PCS.

There are 10 OL CAREERISTS who are assigned to CENTRAL TRAVEL SERVICES to
provide a FULL RANGE OF TRAVEL PROCESSING SERVICES TO AGENCY EMPLOYEES --
WHICH INCLUDE ARRANGING THE MOVEMENT OF EMPLOYEES, SHIPMENT AND STORAGE OF
HOUSEHOLD EFFECTS.

SLIDE

If you have ever traveled and used the services of CTS, you know that the
office is usually a madhouse. We wanted to give you some idea of the
PATIENCE AND PERSEVERANCE that it takes to work there.

We PROCESS AGENCY EMPLOYEES AND THEIR DEPENDENTS who are traveling TDY &

PCS -- whether DOMESTICALLY OR OVERSEAS.

If an individual is going TDY, we arrange his ITINERARY AND PRODUCE HIS TICKETS. If an employee is traveling on a PCS ASSIGNMENT, we are responsible for moving the employees HOUSEHOLD EFFECTS, UNACCOMPANIED AIR BAGGAGE, AND HIS PRIVATELY OWNED VEHICLE. We also provide the employee with his AIRLINE TICKETS, and make arrangements for his STORAGE.

The travel technician is trained to use the UNITED AIRLINES RESERVATION SYSTEM known as APOLLO -- which is the same ticketing system used by the MAJOR AIRLINES as well as TRAVEL AGENCIES. THE ITINERARY AND TICKETS ARE produced from this system.

TICKETS SLIDE

The traveler must use GOVERNMENT FARES for each ticket issued, and it is up to the TECHNICIAN to ensure that the BEST FARE IS USED for each ITINERARY. This is where TACT and PATIENCE BEGIN.

SLIDE

We can expect a TRAVELER to make many changes while he's PLANNING his trip. He may change the DATE of DEPARTURE, TIME of DEPARTURE, change the RENTAL RESERVATIONS, change the NUMBER OF PEOPLE traveling on a specific trip, change the AIRPORT OF ARRIVAL or DEPARTURE, change the SEAT ASSIGNMENT, change ALL OF THE ABOVE any numerous amount of times, and then CANCEL HIS TRIP.

SLIDE

When people book their reservations, THE STRANGEST SITUATIONS occur, ... one guy couldn't care less if his wife ever got a seat ...he just wanted his pet to be on the same plane as he was.

One traveler was at the check-in counter of the airline and the RESERVATIONIST asked him where he got his ticket...he replied, "I don't know,"

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1
HANK

Our Positions require a lot of TIME ON THE TELEPHONE, sustained PATIENCE, TACT, a pleasant DISPOSITION and last but not least, the ability to LAUGH.

Maintaining SANITY, particularly during the summer peak season, is our primary PERSONAL objective.

Our major PROFESSIONAL objective is to ensure that whether an employee is traveling for 3 days or 3 years, that they receive the best possible attention and care during their complete processing whether they are traveling DOMESTICALLY or OVERSEAS.

I'd like to share some typical stories with you -- the names have been changed to protect the traveler's from embarrassment, but it'll give you some idea what we deal with on a daily basis.

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○ We have to assume that if we haven't heard from an employee, that he's basically happy. We process too many traveler's every week, there is just no way to monitor everyone's effects all the time.

We've been asked to BOOK CARGO PLANES, entire SHIPS and TRAINS to move one IMPATIENT person's effects from one place to another.

Believe me, we understand the anxiousness.

STAT

Mr. H isn't very anxious... [redacted] in June just before the problems began, and NONE of his effects will depart until the "CIVIL UNREST" has ended ... your guess on when that will be is as good as mine.

STAT

The nex speaker will be [redacted]

STAT
STAT

MY NAME IS [REDACTED] SPEAK ABOUT ROTATION TO OL
[REDACTED] WILL SPEAK ABOUT ROTATIONS FROM OL.

ASSIGNED TO FACILITIES MANAGEMENT GROUP AS
CHIEF OF SERVICES DIVISION

MY BACKGROUND, 3 MG TOURS = OL GENERAL DUTIES, NO LOGS
OFFICERS, ADMINISTRATIVE OFFICER

VERY LIMITED PICTURE OF OL

IMPRESSION = VERY POSITIVE, QUICK RESPONSE, GET THE
JOB DONE.

DIDN'T THINK MUCH ABOUT OL UNLESS A PROBLEM DEVELOPED
I SAW WHAT I NEEDED TO SEE.

SLIDE 1

18 OL ROTATIONS OUT OF OL

7 ROTATIONS INTO OL:

2 MG
2 OF
1 OSO
1 OIT
1 OGC/DCI

STAT

A YEAR BEFORE LEAVING [REDACTED] I ACTIVELY SOUGHT A DDA ROTATION TO
BROADEN PERSPECTIVE: DESIRED A NON-TRADITIONAL TOUR, LINE
MANAGER VS. MANAGEMENT OFFICER. FOR HIGHER PROFILE, = CAREER
ENHANCING OPPORTUNITY.

DISCUSSED ROTATION WITH MG CAREER MANAGEMENT STAFF

WHAT DID I EXPECT? REALLY NO EXPECTATIONS.

NOT THE ENVY OF COLLEAGUES. TAKING A RISK.

FELT UNCOMFORTABLE AND ISOLATED AS AN OUTSIDER.

FIRST MEETING: FMG OFF-SIGHT.

SLIDE 2

NEW CULTURE: WHAT IS A 2420, HOW DO YOU WORK THE
SYSTEM TO GET THINGS DONE. HOW DO YOU TRANSFER A
TELEPHONE CALL? WHAT IS AN MBO? MANY NEW PEOPLE TO MEET.

HOW DO YOU MAKE AN IMPACT WHEN YOU DO NOT UNDERSTAND THE
RULES OF THE GAME?

I DID LEARN HOW TO ADAPT AND FOUND OL CAREERISTS TO BE UNDERSTANDING. INITIALLY IN A LEARNING MODE. BRING NEW PERSPECTIVE TO PROBLEMS. ASK THE QUESTION WHY ARE WE DOING IT THAT WAY?

IMPRESSION AFTER A SHORT PERIOD:

VERY BROAD AND COMPLEX MISSION
DIVERSE BACKGROUNDS ARCHITECT, PRINTERS,
CONTRACTS, DRIVERS, ORDANANCE SPECIALISTS

~~DICHOTOMY OF THE GENERALIST/SPECIALIST~~

WHAT HAVE I GOTTEN OUT OF THE ROTATION?

A BROAD PERSPECTIVE, A HIGH PROFILE AND A NEW NETWORK CONSTANTLY CHALLENGED. HAVE GROWN AS A MANAGER. WOULD NOT HAVE HAD THE MANAGEMENT OPPORTUNITY IN TRADITIONAL JOB HAVE GAINED CONFIDENCE AS A MANAGER.

UNDERSTAND A LOT ABOUT HOW THE BUILDING RUNS.

COMMONALITY BETWEEN MG AND OL = CAN DO ATTITUDE.
DEVELOPED OL NETWORK WHICH COMPLEMENTED THE MG NETWORK

Did not know not OL.

MG COLLEAGUES ASK HOW JOB IS GOING? EXCELLENT!

MANAGEMENT EXPERIENCE IS UNIQUE.

THEY DON'T BELIEVE IT. MANY ARE COMFORTABLE IN ROLES THEY HAVE

IMPORTANT TO:

STAY IN TOUCH WITH COLLEAGUES
MAINTAIN CONTACT WITH HOME OFFICE = PROFILE IS IMPORTANT
DON'T BE GONE AND FORGOTTEN

ACTIVELY SOUGHT MG ACTIVITY, MG CONFERENCE, TRAINING.

ALSO SOUGHT OPPORTUNITIES IN OL:

SUPPORT FLIGHT
WAGE GRADE TASK FORCE
MLF CAREER TRACK

GOAL: TO HAVE BROAD EXPERIENCES AND BE PRODUCTIVE.

SUMMARY:

ROTATIONS ARE NOT FOR EVERYONE. IF YOU ARE WILLING TO TAKE A RISK, BE GREATLY CHALLENGED AND ARE WILLING TO WORK IN A NEW CULTURE
THEN I WHOLEHEARTEDLY RECOMMEND A ROTATION.



DEFINITELY CAREER ENHANCING OPPORTUNITY
INTERNAL OR EXTERNAL. WAGE GRADE EXCHANGE PROGRAM.

SLIDE #2

WE ARE ALL FAMILY

STAT

Good Morning, for those of you whom I have never met, I'm

STAT   I am currently assigned to the Agency Contracts Group in the Contract Settlement Team. I have just recently returned to the Office of Logistics after spending a 16 month rotational assignment as the Chief, Contract Claims Branch in the Audit & Certi Division, Office of Finance. After learning that I had been selected for this assignment, I began to wonder how I could possibly be successful since I knew virtually nothing about the finance payment process. Another concern, was how I would be accepted by the office, since I was an "outsider" who would be occupying one of their supervisory positions. Setting these concerns aside, I left the General Procurement Team with an enthusiasm not only to gain as much knowledge as possible, but hopefully to pass on some of my experience and knowledge of the procurement process.

When I arrived in the Audit and Certification Division I was given an overview of the office and the payment process. I was scheduled for a 2 week inter-office training class that would teach me the necessities of paying invoices and a certification class that would familiarize me with the legalities of certifying invoices for payment. Some of my duties included, becoming responsible for certifying invoices for payment. I was only the third non-finance careerist ever given this authority. I was designated as the liaison between OF and OL when joint notices were in need of revising. I also found that I was to be responsible for the management of 15 invoice auditors as well as ensuring that invoices were paid in a timely fashion. Since I had little financial background I knew that I must rely upon my logistical and managerial experience to guide me.

Slide 5/8
 Finding myself in a leadership role I set out to get the job done through people. I realized I had to direct the activities of the auditors toward meaningful goals and adapt my leadership strategies to different situations. I found myself as being a "juggler", one who must satisfy the needs of the Office of Finance, the Office of Logistics and the Contractors with whom we are both associated. My procurement background came to my aid many times. For example, I could identify invoices upfront, with incorrect or incomplete contract numbers. I knew who to call within LOG when there were receiving or systems problems. I could rely upon my procurement counterparts when I saw the need for contractual changes. ~~Although~~ sometimes the initial reactions were not always harmonious and I knew they were thinking Oh No! O/F calling about another invoice problem, but it wasn't very long before we began to have a better understanding of each others problems and we began to work together toward the same goal, timely and correct invoice payments.

~~I also~~ became heavily involved with the consultant, Price Waterhouse in setting up an invoice tracking system. This system allows the Office of Finance to track an invoice from the time it is received until payment is made. The Contracting Officers can have access to this system so that they may answer Contractors inquiries more readily. The system will serve the Office of Finance well in the implementation of the Prompt Pay Changes.

~~The~~ benefits I have gained have become worthwhile now that I am back in LOG. I can give advice to the negotiators on how best to handle payment problems or what they can do when

writing their contracts in order to avoid delays. I now know why there are delays in Checks or Electronic Fund Transfers reaching the Contractors and the little things we, logisticians, can do to make the process more efficient. For instance the negotiators must make sure that the Contractors addresses are current in CONIF and remind them that if they CLOSE their accounts or change their account numbers, that they notify you immediately. You would be surprised how many payments are returned to Treasury for those very reasons.

Star
In conclusion, what started out to be feelings of apprehension are now feelings of accomplishment. I see invoices being paid more promptly, the auditors doing their jobs more efficiently, with less stress and with feelings of self-worth, accomplishment, and pride. I see the relationship between the Auditors & Contracting Officers much improved, no longer are we faulting each other but working together to make a more efficient procurement payment process.

If any of you are ever afforded the opportunity of a rotational assignment, my advice would be to TAKE IT AND GO FOR IT. My experience has been an enlightning and worthwhile one, leaving me with a feeling of improvement both personally and professionally.

STAT I would like to introduce the next speaker,
the Procurement Executive.

IMSSRPT 771

UPDATE ON OL ACTIVITIES FOR FY-88

OL QUARTERLY - 3 & 4 NOVEMBER 1988

25X1 Fiscal Year 1988 was a time of transition for the Office of
Logistics. [REDACTED]

25X1 [REDACTED] new
facilities were opened, old facilities were renovated, and
printing support was expanded and modernized. OL adjusted to
meet new and different challenges. Along with the transition
came a commitment from OL to dramatically improve the level of
customer services from all OL components. For the first time in
30 years, OL was reorganized, and a resolution was made to
streamline processes, eliminate unnecessary procedures, and gear
the mode of operation to the needs of OL's many customers.

(cut music
and pictures
use slides from
the original
before)

ILLEGIB

25X1 (Video and still shots for this segment show
shots of [REDACTED] printing support to
NPIC, NHB, and FMG supply
room customer service area... At the end of this
narrative segment, music is dubbed in for
several seconds and shots of OL people at work
are displayed.)

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Construction of the New Headquarters Building was completed. FMG designed space configurations, installed carpet and partitions, and scheduled and conducted the moves. The

25X1

Computer Center was relocated into the NHB over the Memorial Day Weekend. BSB moved 85,000 tapes and 260 pieces of equipment weighing over 42,000 lbs.

Many other components were moved to the new building in succeeding months, and others are scheduled to be moved before year's end.

No downtime resulted from any OL-managed relocation.

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SECRET

At the conclusion of FY 88, the Original Headquarters Building (OHB) Backfill Program had approximately 25 projects in various stages of design, bidding, or construction. Among the significant activities completed this year were two major contracts to supply raised flooring and replace all the OHB windows with energy efficient, tinted, double-glazed windows, to be awarded in early FY 89. Both of these contracts will extend over the entire 6-year period of the Backfill Program.

The asbestos survey for the entire OHB was completed, and an overall Asbestos Abatement Master Plan for the Backfill Program was initiated.

SECRET

25X1



The Agency's Children's Day Care Center has been designed to accommodate 100 children from 3 months to 5 years old. Construction will begin in FY 89 on the Scattergood-Thorne tract, just west of the main entrance gate.

OL began work on Phase I of the Headquarters cafeteria expansion to provide a new serving line, 200 additional seats, new locker rooms for the kitchen staff, and expansion of the Credit Union loan offices.

In July, the new additional parking deck on the Headquarters Compound was opened for use.

OL provided support and helped plan for 14 special ceremonies at Headquarters.

FMG successfully managed maintenance and operations on the Headquarters Compound during five major snow emergencies and provided transportation to essential employees and managers in each case.

SECRET

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SECRET

25X1



The 285 percent increase in square yards of carpet installed resulted from recarpeting in the Agency's external building^s, such as Key Buildings.

25X1

out

SECRET

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25X1

P&PG printed Personal History Statements and Employee Benefits Statements as well as 51 DCI Conference Briefing Packages in addition to routine work.

Flagship publications, the President's Daily Brief (PDB) and the National Intelligence Daily (NID), must always be available for dissemination to selected senior government officials by 5:30 a.m. daily. In FY 88 P&PG management assembled a cadre of craftsmen--the Flagship Team--to process only the Flagship Publications daily.. Throughput time for the publications improved significantly.

SECRET

P&PG printed the unclassified version of the World Factbook in June '88. It contained 300 pages of text and 13 full color maps. The 25,102 copies took almost 52,000 pounds of paper, enough to reach from Washington, D.C., to Pittsburgh, Pennsylvania.

P&PG greatly expanded support to the Foreign Broadcast Information Service (FBIS) at the Reston facility. FBIS requested three additional electronic compositors to satisfy their publishing requirements, and P&PG agreed to supply these personnel, bringing the number of P&PG support to FBIS positions to 13. Additionally, approximately 70% of the Joint Publications Research Service (JPRS) reports have been added to the electronic publishing network with an impressive reduction in the numbers of finished pages produced due to compaction of text through typesetting.

P&PG was honored during the 3rd Qtr FY 88 with a Meritorious Unit Citation, the first one ever bestowed on P&PG.

SECRET

The Field Computer System (FCS) is designed to monitor
logistics expendable inventory from requisitioning to disposition.

25X1



SECRET

The Commercial Logistics Applications System (CLAS) became operational in October with the advent of the Inventory and Bill of Materials packages for use by the Supply Group. CLAS represents the unification of the efforts of OL, OIT and OF to provide an integrated Agency system to replace existing systems and to provide real-time funds control.

SECRET

SECRET
(slide of ACG)

Management of the various decentralized teams was strengthened with the creation of the Agency Contracts Group to manage the personnel and resources of the teams, while creating new teams to meet the needs of OIT and OS. Procedures of the ACG were reorganized to decentralize the workload, thereby moving the personnel and workload closer to the customer.

1st
group
slide
w SG
not ACG
✓

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PMS analyzed several bills before Congress and determined that all of them posed certain disclosure requirements that may reveal classified information. PMS worked closely with the Office of Congressional Affairs to alert the Intelligence Committees to this problem and assisted in drafting amendments to these bills to protect classified information for the entire intelligence community.

ORD and PMS have done groundwork necessary to contract in FY 89 for research and development of a microcomputer-based expert system for acquisition planning. Requirements, statement of work, and related documents are complete, and the RFP will be issued in December '88. The end product will be an expert system useful to contract officers and Contract Officer Technical Representatives in developing acquisition plans for major projects.

SECRET

During FY88, PMS sponsored a total of eight workshops for procurement personnel and other interested Agency employees. They were conducted by representatives from PMS, OGC, OIT, and private industry.

Efforts to enhance the quality and skills of the procurement work force continued in FY 88. Twelve members of the Contracting Officer Intern Program were awarded Certificates of Completion. These individuals were the first to meet all the requirements of the two-year training program. The program provided them with the training and experience to negotiate, administer, and settle Agency contracts. During the past year, 10 staff employees were accepted into the program which now has 30 interns in various ^{stages} states of meeting the criteria required for completion.

Certificates of Appointment were given to 81 contract officers in February to signify that they had met Agency training and other standards for becoming contract officers.

(slide)

Ten professional/technical minority employees EOD'd in FY88. OL increased the number of co-ops from 8 to 20. P&TS also participated in the Minority Undergraduate Studies Program this past summer.

In addition to the continuous recruiting efforts by the OP, recruiting trips were made to Michigan State, Indiana, and Iowa State Universities by OL personnel. With the cooperation of OL Recruiting/P&TS, the Office of Personnel, and the Supply Group, we have successfully entered students into the program and have identified and interviewed prospects for EOD in January 1989. As of 29 September 1988, 12 applicants for the program have been interviewed. Of these, four have entered on duty--three with SG and one with the Agency Contracts Group.

SECRET

OFFICE OF LOGISTICS

PROFESSIONAL/TECHNICAL RECRUITMENT STATISTICS - FY 88

STAT

Applicant files/resumes reviewed

Interviews requested

Interviews scheduled

Applicants placed in process

Applicants who entered on duty

Conversions to ML careerists
(professional/technical)

Total new ML careerists
(professional/technical)

Clerical and Wage Grade

GRAND TOTAL

*includes 13 from ML clerical

Booklets Authored by OL/P&TS - FY 88

- Facilities Management Career Handbook
- Handbook for GS Evaluation Panel Members
- Employee Personnel Profile
- Wage Grade Task Force Report

(slide)

The Personnel and Training Staff was heavily involved this year in the formation of the new Facilities Management (MLF) Career Service, the design and implementation of the Courier Retention Bonus and formation of the Wage Grade Assignment Panel.

P&TS produced an MLF Career Management Handbook and gave briefings on conversion to this career service. The handbook outlines training and experience necessary for career progression in the facilities management field.

With a big assist from P&PG, P&TS prepared and distributed to all Log careerists individualized Employee Personnel Profiles. They also produced a Handbook for GS Evaluation Panels, and a Wage Grade Task Force Report.

OFFICE OF LOGISTICS TRAINING - FY 88

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(slide)

STAT

The OL Supervisory Course is mandatory for all OL supervisors.

Because of OL's goal to improve customer services and relations, the Training Officer sponsored a workshop on "Customer Relations."

OL components have also implemented training programs to ensure maximum flexibility and cross-fertilization of the work force.

ADMINISTRATIVE - INTERNAL USE ONLY

OFFICE OF LOGISTICS TRAINING - FY 88

STAT

Internal training requests (11% more than FY 87)
External training requests (15% more than FY 87)
Total

Other Training not Included Above

6 OL Orientation courses
1 Supervising in OL course
4 Skills Workshops
2 PAR Workshops with OC
3 OL Midcareer Courses
Total

Full-time Academic Sponsorships
Women's Federal Executive Program
Total

Total incidences of training in FY 88

(WITH APPROPRIATE GRAPHIC)

STAT

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OFFICE OF LOGISTICS AWARDS DURING FY 88

STAT

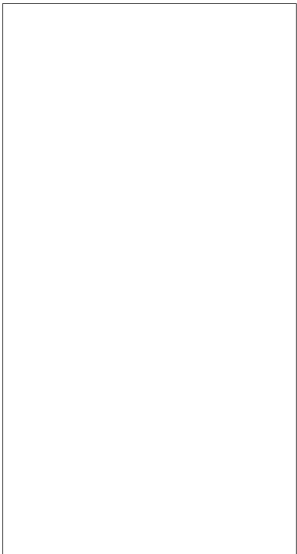
TYPE

- Intelligence Medal of Merit
- Career Intelligence Medal
- Intelligence Commendation Medal
- Quality Step Increase
- Employee of the Quarter
- Employee Suggestion Award
- Exceptional Accomplishment
- Special Achievement
- Exceptional Performance

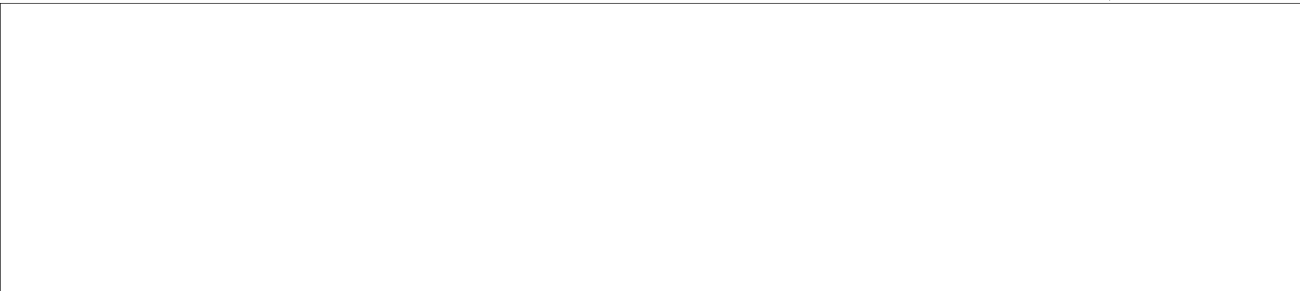
Total number of awards

Total dollar value of awards

(WITH APPROPRIATE GRAPHIC)



STAT



OFFICE OF LOGISTICS PROMOTIONS - FY 88

(signature)

25X1

In FY 88 OL careerists were promoted.

OFFICE OF LOGISTICS PROMOTIONS - FY 88

STAT

TO

GS-15

GS-14

GS-13

GS-12

GS-11

GS-10

GS-09

GS-08

GS-07

GS-06

GS-05

GS-04

Wage

IS-02

IS-03

IS-04

GP

Total Promoted

9

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The Reorganization of OL was implemented in FY 88. The Office of the Director was reorganized with the creation of new positions for an Executive Officer (EO) and a Procurement Executive (PE). Line management in OL was reconfigured so that Groups now report directly to the Director and Deputy Director. OL staffs report to either the EO or the PE, as appropriate. The OL Groups were formed as the year progressed and Group Chiefs were appointed in late FY 88 for a period of one year. At that time, the Logistics Career Board was reconstituted, with each Group Chief serving as a voting member.

In all these efforts, it was the people of OL that made the difference! Our personnel are our most valuable resource...

(Fade to several shots of OL people at work, teams, etc.)

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① Congressional Budget Justification Book

① **SLIDE** - (SEALS)

OL/P&PG was assigned the task -

② **SLIDE** - (VOL. SEALS)

In the past 10 yrs -

For example - 2000 pgs.

③ **SLIDE** - (PHOTO SUE) ELECTRONIC

Within 2000 pgs. - 300 color photos

④ **SLIDE** - (PHOTOS) Does not include 700-B&W 75-700 Graphic

One thing that has not changed — **PROOFS**

⑤ **SLIDE** - (GALLEY PROOF)

⑥ **SLIDE** - (GALLEY PROOF)

Printed format — PAGES

⑦ **SLIDE** - (PAGE PROOF)

Camera - layout - plate - press - Bind

⑧ **SLIDE** - (BOOKS)

STAT

Time frame — NEW PEOPLE
After P+PG has completed reproducing —
IC Staff —

(Senate Select. Comm. on Intell.
House Permanent Sub. Comm on Intell.

Appropriation Comm HOUSE & SENATE

Now these comm — BUDGET PEOPLE 2/990

Oct. 1 — CONTINUING RESOLUTION

Summary

- 1.) CBJB has come along way —
- 2.) Office of Log. —
- 3.) Oct 1 — continuing resolution.

STAT